

U.S. Department of Justice

Washington, DC 20530

Short Form Registration Statement**Pursuant to the Foreign Agents Registration Act of 1938, as amended**

INSTRUCTIONS. Each partner, officer, director, associate, employee, and agent of a registrant is required to file a short form registration statement unless he engages in no activities in furtherance of the interests of the registrant's foreign principal or unless the services he renders to the registrant are in a secretarial, clerical, or in a related or similar capacity. Compliance is accomplished by filing an electronic short form registration statement at <http://www.fara.gov>.

Privacy Act Statement. The filing of this document is required for the Foreign Agents Registration Act of 1938, as amended, 22 U.S.C. § 611 *et seq.*, for the purposes of registration under the Act and public disclosure. Provision of the information requested is mandatory, and failure to provide the information is subject to the penalty and enforcement provisions established in Section 8 of the Act. Every registration statement, short form registration statement, supplemental statement, exhibit, amendment, copy of informational materials or other document or information filed with the Attorney General under this Act is a public record open to public examination, inspection and copying during the posted business hours of the Registration Unit in Washington, DC. Statements are also available online at the Registration Unit's webpage: <http://www.fara.gov>. One copy of every such document, other than informational materials, is automatically provided to the Secretary of State pursuant to Section 6(b) of the Act, and copies of any and all documents are routinely made available to other agencies, departments and Congress pursuant to Section 6(c) of the Act. The Attorney General also transmits a semi-annual report to Congress on the administration of the Act which lists the names of all agents registered under the Act and the foreign principals they represent. This report is available to the public and online at: <http://www.fara.gov>.

Public Reporting Burden. Public reporting burden for this collection of information is estimated to average .429 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden to Chief, Registration Unit, Counterespionage Section, National Security Division, U.S. Department of Justice, Washington, DC 20530; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, DC 20503.

1. Name Alastair M. Jack	2. Registration No. 430
3. Residence Address(es) 52 Poplar Avenue Fair Haven, NJ. 07704	4. Business Address(es) 675 Third Avenue, 20th Floor New York, NY. 10017
5. Year of Birth XXXX 1984 Nationality Bermudian Present Citizenship British	6. If present citizenship was not acquired by birth, indicate when, and how acquired.

7. Occupation Partnership & Promotions Manager

8. What is the name and address of the primary registrant? Name Bermuda Tourism Authority	675 Third Avenue, 20th Floor Address New York, NY. 10017
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9. Indicate your connection with the primary registrant:

- | | | | |
|--|------------------------------------|--|--|
| <input type="checkbox"/> partner | <input type="checkbox"/> director | <input checked="" type="checkbox"/> employee | <input type="checkbox"/> consultant |
| <input type="checkbox"/> officer | <input type="checkbox"/> associate | <input type="checkbox"/> agent | <input type="checkbox"/> subcontractor |
| <input type="checkbox"/> other (specify) _____ | | | |

10. List every foreign principal to whom you will render services in support of the primary registrant.
Bermuda Tourism Authority

11. Describe separately and in detail all services which you will render to the foreign principal(s) listed in Item 10 either directly, or through the primary registrant listed in Item 8, and the date(s) of such services. (If space is insufficient, a full insert page must be used.)
See Attachment 'A'

12. Do any of the above described services include political activity as defined in Section 1(o) of the Act and in the footnote below?

No ☒

If yes, describe separately and in detail such political activity.

13. The services described in Items 11 and 12 are to be rendered on a

☐ **part time basis**

☐ **special basis**

14. What compensation or thing of value have you received to date or will you receive for the above services?

☐ Commission at _____ % of _____

☐ **Salary:** Not based solely on services rendered to the foreign principal(s).

☐ Other thing of value _____

15. During the period beginning 60 days prior to the date of your obligation to register to the time of filing this statement, did you make any contributions of money or other things of value from your own funds or possessions and on your own behalf in connection with any election to political office or in connection with any primary election, convention, or caucus held to select candidates for any political office? Yes ☐ No ☒

If yes, furnish the following information:

Amount or Thing of Value

Political Organization or Candidate**Location of Event**

EXECUTION

In accordance with 28 U.S.C. § 1746, the undersigned swears or affirms under penalty of perjury that he/she has read the information set forth in this registration statement and that he/she is familiar with the contents thereof and that such contents are in their entirety true and accurate to the best of his/her knowledge and belief.

eSigned

(Signature)

Footnote: "Political activity," as defined in Section 1(o) of the Act, means any activity which the person engaging in believes will, or that the person intends to, in any way influence any agency or official of the Government of the United States or any section of the public within the United States with reference to formulating, adopting, or changing the domestic or foreign policies of the United States or with reference to the political or public interests, policies, or relations of a government of a foreign country or a foreign political party.

ATTACHMENT A

Job Description:

Business Development Manager

Functional Title:	Partnership and Promotions Manager
Location(s):	Bermuda/NYC
Job Level:	Assistant Manager

Department Name:	Sales and Marketing	Hiring Manager:	Director of Marketing
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Role Description

- Responsible for developing and implementing best practices related to promotions including timelines, processes and analytics.
- Communicates promotion initiatives to internal and external stakeholders.

Responsibilities:

- Work with the Director of Marketing to manage promotional offers and marketing material deadlines including e-newsletters, digital, print, internal projects, etc.
- Participate with Director of Marketing in marketing strategy with OTAs. Work with OTAs to ensure Bermuda content is updated (copy & images). Foster coordination with on-island partners and OTAs to increase Bermuda's presence (hotel packages and tour/attraction offerings).
- Research and recommend opportunities to increase awareness and distribution of Bermuda through alternative distribution and communication channels.
- Attend internal and external meetings and create follow up reports and action items for future projects.
- Work with research to understand Bermuda visitor profile, and competitive profile to create business solutions and recommend courses of action.
- Monitor and report relevant travel trends & strategic implications.
- Administer, process and reconcile Incentive Fund Requests for groups, with approval from Director of Sales and/or Chief Sales & Marketing Officer.
- Assist in coordinating and conducting on-island educational site inspections, showcasing facilities, attractions and partners in Bermuda as necessary.
- Ensure proper, regular logging of activity in CRM system. Provide monthly production reports to Director as requested.
- Represent the Bermuda Tourism Authority professionally at company and client sponsored events.

ATTACHMENT A

- Establish and maintain productive working relationships with BTA partners, including hotels, DMCs, attractions/tours, restaurants and transportation companies.
- In concert with CSMO, facilitate monthly webinar and/or conference calls with Bermuda partners for regular updates and effective communication.
- In concert with CSMO, participate in BHA Sales and Marketing Committee.
- Have a keen understanding of the BTA mission, vision and goals and the National Tourism Plan, including key initiatives, quick wins and timelines.
- Maintain well-informed working knowledge of all hotels, attractions, and services in Bermuda.
- Perform other related duties, special projects and assignments as required.

Qualifications (Training, Education & Prior Experience):

- Bachelors in Business or related field preferred
- Five years' experience in Tourism or related industry
- Strong analytical skills
- Knowledge of current and emerging distribution trends
- Proven effective negotiating and persuasion abilities
- Strong leadership and interpersonal skills, must be able to work effectively at board level internally and with external client companies
- High level of proficiency in Microsoft Office applications, specifically Word and Excel
- Must be able to uphold BTA's mission and vision with a sense of urgency, openness to new ideas, inclusion & diversity, integrity, customer focus, and respect
- Willingness to travel. Clean driver's license essential